

ZONING ADMINISTRATOR

FLSA Code: E

Job Code: 3130

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work enforcing the City Zoning Ordinance and related codes; does related work as required. Work is performed under the general supervision of the Public Works Director. Supervision is exercised over assigned personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administering and enforcing the Zoning Ordinance; reviewing and approving related permits and programs; ensuring compliance with land use regulations; maintaining records; preparing reports.

Accepts, reviews and processes zoning, building, mechanical, air conditioning, lighting, sign and assorted permits, variances, appeals and renewal of special exception permits;

Directs the enforcement of the Zoning Ordinance and related codes;

Supervises and maintains files and records pertaining to Zoning Ordinance program;

Reviews building and site plans for compliance with Zoning Ordinance;

Maintains the city's official zoning map;

Makes field inspections of structures and land use to ensure compliance with Zoning Ordinance;

Prepares evidence and testifies in court;

Makes flood plain decisions;

Provides technical support to Board of Zoning Appeals, Architectural Advisory Board, and Planning Commission;

Prepares a variety of reports and makes oral presentations to boards, commissions and committees as requested;

Processes City Council, Planning Commission and citizen initiated amendments to Zoning Ordinance;

Drafts amendments to Zoning Ordinance;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in planning, engineering or related field and extensive experience in zoning code enforcement and interpretation; possession of an appropriate driver's license valid in the Commonwealth of Virginia; comprehensive knowledge of the City Zoning Ordinance and related codes, and of legal procedures related to the enforcement of laws and ordinances; demonstrated ability to read and interpret blueprints, site plans and architectural designs, ensure compliance with appropriate codes and ordinances, establish and maintain effective working relationships with contractors, architects, the general public and associates, and to plan and supervise the work of others. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.